

Message

From: Krause, Patricia [krause.patricia@epa.gov]
Sent: 2/12/2014 9:33:00 PM
To: Mandy L. Eldred [aleldr@kalcounty.com]
CC: Julie.Clark@CH2M.com; Berkoff, Michael [berkoff.michael@epa.gov]
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Mandy – That sounds great and I appreciate your efforts.

Thank you.

Patti Krause
U.S. EPA
Community Involvement Coordinator
77 W. Jackson Blvd., Chicago, IL 60604
312-886-9506
krause.patricia@epa.gov

From: Mandy L. Eldred [mailto:aleldr@kalcounty.com]
Sent: Wednesday, February 12, 2014 1:51 PM
To: Krause, Patricia
Cc: Julie.Clark@CH2M.com
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Patty,

Here's what we can do. I was able to move another meeting we had scheduled in Room C (located across the hall from Room B). So I can setup Room C theater style with 50 chairs for your Q&A session and then we can easily fit 20 tables in Room B for all the displays and open house time. I think this is the best option as I do not have another room available that would be an appropriate size.

I've attached the layouts for both rooms.

Julie – I will revise the contract and send it over to you and we can take care of the cost adjustment.

Thanks!

Mandy Eldred
Sales Coordinator
Kalamazoo County Parks & Expo Center
2900 Lake Street
Kalamazoo, MI 49048
Office: 269-383-8778
Direct: 269-383-8761
Fax: 269-383-8724
Cell: 269-744-7970
aleldr@kalcounty.com
www.kalamazoocountyparks.com

From: Krause, Patricia [<mailto:krause.patricia@epa.gov>]
Sent: Wednesday, February 12, 2014 9:35 AM
To: Mandy L. Eldred
Cc: Julie.Clark@CH2M.com
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Hi Mandy – We may need a bigger room.

There may be about 50 or more people attending throughout the session.

Once we arrive on Wed. we could move the tables and chairs around too if that would work.

Thanks.

Patti Krause
krause.patricia@epa.gov
312-886-9506

From: Mandy L. Eldred [<mailto:aleldr@kalamazoo.org>]
Sent: Wednesday, February 12, 2014 8:30 AM
To: Krause, Patricia
Cc: Julie.Clark@CH2M.com
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

How many people are you expecting to attend? It might be possible to squeeze that number of tables and chairs in, but it's not going to leave much room to move around. We might need to consider looking at a larger room.

We do have some easels – about 5 I think.

Mandy Eldred
Sales Coordinator
Kalamazoo County Parks & Expo Center
2900 Lake Street
Kalamazoo, MI 49048
Office: 269-383-8778
Direct: 269-383-8761
Fax: 269-383-8724
Cell: 269-744-7970
aleldr@kalamazoo.org
www.kalamazoo-countyparks.com

From: Krause, Patricia [<mailto:krause.patricia@epa.gov>]
Sent: Tuesday, February 11, 2014 5:16 PM
To: Mandy L. Eldred
Cc: Julie.Clark@CH2M.com
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Hi Mandy –

Would it be possible to have 20 tables and 30 chairs?

Also do you have easels we could use for the session? I will bring some easels but don't have a huge supply.

And we may need to stay until 10 p.m. Would that be ok?

Thanks for your patience.

Patti Krause
krause.patricia@epa.gov
 312-886-9506

From: Mandy L. Eldred [<mailto:aleldr@kalcounty.com>]
Sent: Thursday, February 06, 2014 2:02 PM
To: Krause, Patricia
Cc: Julie.Clark@CH2M.com
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Patti,
 I cannot get that many tables in the room if we also have to setup 50 chairs. I've attached a layout that would be the max setup. And this is with a couple back to back tables in the center. Will this work? It's 14 tables and 50 chairs.

Mandy Eldred
 Sales Coordinator
 Kalamazoo County Parks & Expo Center
 2900 Lake Street
 Kalamazoo, MI 49048
 Office: 269-383-8778
 Direct: 269-383-8761
 Fax: 269-383-8724
 Cell: 269-744-7970
aleldr@kalcounty.com
www.kalamazoocountyparks.com

From: Krause, Patricia [<mailto:krause.patricia@epa.gov>]
Sent: Thursday, February 06, 2014 12:56 PM
To: Mandy L. Eldred
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Hi Mandy --

Is it possible to have about 20 tables?

We'll have a number of posters and will need more tables.

And we may need more chairs - maybe 50 for the last part of the open house.

Thanks.

Patti Krause
U.S. EPA
Community Involvement Coordinator
77 W. Jackson Blvd., Chicago, IL 60604
312-886-9506
krause.patricia@epa.gov

From: Mandy L. Eldred [<mailto:aleldr@kalamazoo.org>]
Sent: Tuesday, February 04, 2014 12:32 PM
To: Krause, Patricia
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Hi Patti,
That all sounds good. I will get a contract over to you. Should I use the contact information in your signature for the contract? Also I have attached a sample layout – is that how you were envisioning the setup?

To answer your questions...

1. Our staff will be here all evening. They don't close and leave until you are done and gone.
2. 3pm on 2/19 is fine.
3. Yes there is parking close to the building and it is free
4. Yes that is the correct address.

Thanks!
Mandy Eldred
Sales Coordinator
Kalamazoo County Parks & Expo Center
2900 Lake Street
Kalamazoo, MI 49048
Office: 269-383-8778
Direct: 269-383-8761
Fax: 269-383-8724
Cell: 269-744-7970
aleldr@kalamazoo.org
www.kalamazoo-county-parks.com

From: Krause, Patricia [<mailto:krause.patricia@epa.gov>]
Sent: Tuesday, February 04, 2014 10:15 AM
To: Mandy L. Eldred
Cc: Berkoff, Michael
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Hi Mandy –

I want to reserve Room B at the Kalamazoo County Expo Center from 5 – 9 p.m. on Wednesday, Feb. 19, 2014, for an EPA public information session about Allied Landfill.

We'll need about 5 to 7 tables along with chairs – about 20.

Each table will be a station where EPA will have visual aids such as posters that our staff will use to talk to the public. It will be an open house type session from 6 – 8 p.m. followed by a question and answer session from 8 – 8:30 p.m.

I have a few questions:

- Will you have someone on staff to close the building?
- Could I stop by at about 3 p.m. on Feb. 19 to check out room set up and other logistics.
- Is parking right near the building?
- And is this the correct address - Kalamazoo County Expo Center, Room B, 2900 Lake St., Kalamazoo.

EPA works with a contractor and Carla Mykytiuk with CH2M Hill will be in contact with you.

Let me know if this will work and if you have any questions.

Thanks.

Patti Krause
U.S. EPA
Community Involvement Coordinator
77 W. Jackson Blvd., Chicago, IL 60604
312-886-9506
krause.patricia@epa.gov

From: Mandy L. Eldred [<mailto:aleldr@kalcounty.com>]

Sent: Tuesday, January 21, 2014 3:05 PM

To: Krause, Patricia

Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

I can do Feb 19.

Mandy Eldred
Sales Coordinator
Kalamazoo County Parks & Expo Center
2900 Lake Street
Kalamazoo, MI 49048
Office: 269-383-8778
Direct: 269-383-8761
Fax: 269-383-8724

Cell: 269-744-7970
aleldr@kalamazoo.org
www.kalamazoo.org

From: Krause, Patricia [<mailto:krause.patricia@epa.gov>]
Sent: Tuesday, January 21, 2014 3:36 PM
To: Mandy L. Eldred
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Hi Mandy – I just found out that Feb. 18 or 19 are the selected dates.

Please let me know if there's availability on either or both of those dates.

Thanks.

Patti Krause
U.S. EPA
Community Involvement Coordinator
77 W. Jackson Blvd., Chicago, IL 60604
312-886-9506
krause.patricia@epa.gov

From: Mandy L. Eldred [<mailto:aleldr@kalamazoo.org>]
Sent: Tuesday, January 21, 2014 1:53 PM
To: Krause, Patricia
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Hi Patricia,
The 13th would work the best for us. Just let me know!

Mandy Eldred
Sales Coordinator
Kalamazoo County Parks & Expo Center
2900 Lake Street
Kalamazoo, MI 49048
Office: 269-383-8778
Direct: 269-383-8761
Fax: 269-383-8724
Cell: 269-744-7970
aleldr@kalamazoo.org
www.kalamazoo.org

From: Krause, Patricia [<mailto:krause.patricia@epa.gov>]
Sent: Tuesday, January 21, 2014 2:51 PM
To: Mandy L. Eldred
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Hi Mandy –

Happy New Year!

U.S. EPA hopes to hold information sessions about different cleanup options for the Allied Paper Landfill Superfund site.

We're planning our first session for February and I would like to know if there's availability in Room B at the County Fairgrounds Building on any of the following days – February 11, 12 or 13?

We would hold the session in the evening probably starting at 6:30 p.m.

Those are the dates I'm working with right now and as you know that may change too.

Thanks for your response.

Patti Krause
krause.patricia@epa.gov
312-886-9506

From: Mandy L. Eldred [<mailto:aleldr@kalamazoo.org>]
Sent: Friday, November 22, 2013 11:19 AM
To: Krause, Patricia
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Okay – Thanks!

Mandy Eldred
Sales Coordinator
Kalamazoo County Parks & Expo Center
2900 Lake Street
Kalamazoo, MI 49048
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Direct: 269-383-8761
Fax: 269-383-8724
Cell: 269-744-7970
aleldr@kalamazoo.org
www.kalamazoo-countyparks.com

From: Krause, Patricia [<mailto:krause.patricia@epa.gov>]
Sent: Friday, November 22, 2013 11:45 AM
To: Mandy L. Eldred
Cc: Mcseveney, Megan
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Hi Mandy – Right now we won't need to reserve Room B for 12/17.

I will be in touch with you after the new year about reserving Room B in either January or February.

Thanks for all your help and have a nice Thanksgiving.

Patti Krause
U.S. EPA
Community Involvement Coordinator
77 W. Jackson Blvd., Chicago, IL 60604
312-886-9506
krause.patricia@epa.gov

From: Mandy L. Eldred [<mailto:aleldr@kalamazoo.org>]
Sent: Thursday, November 14, 2013 11:14 AM
To: Krause, Patricia
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Hi Patti,
Room B will also work for that setup. You probably wouldn't need a mic with only 40 chairs. The acoustics are pretty good in there and the room is small enough. But we can provide one if absolutely necessary.
It is available on 12/17.

Mandy Eldred
Sales Coordinator
Kalamazoo County Parks & Expo Center
2900 Lake Street
Kalamazoo, MI 49048
Office: 269-383-8778
Direct: 269-383-8761
Fax: 269-383-8724
Cell: 269-744-7970
aleldr@kalamazoo.org
www.kalamazoo-countyparks.com

From: Krause, Patricia [<mailto:krause.patricia@epa.gov>]
Sent: Thursday, November 14, 2013 11:32 AM
To: Mandy L. Eldred
Cc: Mcseveney, Megan
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Hi Mandy –

First, EPA will not need to reserve Room B for Dec. 11 for a poster/availability session.

I will be in touch in January about reserving Room B for that event.

Second, do you have a room available for an EPA event on Dec. 17? Set-up would be more like theatre style with a lecturn and microphone and about 40 chairs?

Please share if you have a room available that works with this set up. So far I believe the date would be Dec. 17 .

Thank you.

Patti Krause
U.S. EPA
Community Involvement Coordinator
77 W. Jackson Blvd., Chicago, IL 60604
312-886-9506
krause.patricia@epa.gov

From: Mandy L. Eldred [<mailto:aleldr@kalamazoo.org>]
Sent: Tuesday, November 05, 2013 8:37 AM
To: Krause, Patricia
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

We are actually called the Kalamazoo County Expo Center.
Room B and the address are correct.

Mandy Eldred
Sales Coordinator
Kalamazoo County Parks & Expo Center
2900 Lake Street
Kalamazoo, MI 49048
Office: 269-383-8778
Direct: 269-383-8761
Fax: 269-383-8724
Cell: 269-744-7970
aleldr@kalamazoo.org
www.kalamazoo-countyparks.com

From: Krause, Patricia [<mailto:krause.patricia@epa.gov>]
Sent: Tuesday, November 05, 2013 9:22 AM
To: Mandy L. Eldred
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Hi Mandy – I just want to confirm that address. Let me know if this is correct.

Kalamazoo County Fairgrounds Building
Room B
2900 Lake Street
Kalamazoo, MI 49048

Thanks.

Patti Krause
krause.patricia@epa.gov
312-886-9506

From: Mandy L. Eldred [<mailto:aleldr@kalamazoo.org>]
Sent: Friday, November 01, 2013 1:52 PM
To: Krause, Patricia
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Here's a picture!

Mandy Eldred
Sales Coordinator
Kalamazoo County Parks & Expo Center
2900 Lake Street
Kalamazoo, MI 49048
Office: 269-383-8778
Direct: 269-383-8761
Fax: 269-383-8724
Cell: 269-744-7970
aleldr@kalamazoo.org
www.kalamazoo-countyparks.com

From: Krause, Patricia [<mailto:krause.patricia@epa.gov>]
Sent: Friday, November 01, 2013 2:08 PM
To: Mandy L. Eldred
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

That's good – now if I can only confirm a date.

Yes our contractor will take care of the contract and payment and I'll have them contact you too.

Thanks Mandy and have a great weekend .

Patti Krause
U.S. EPA
Community Involvement Coordinator
77 W. Jackson Blvd., Chicago, IL 60604
312-886-9506
krause.patricia@epa.gov

From: Mandy L. Eldred [<mailto:aleldr@kalamazoo.org>]
Sent: Friday, November 01, 2013 12:29 PM
To: Krause, Patricia
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

All that sounds great! I think Room B will work fine for that. It's about 1500 sq. feet. I can do any of the dates you listed for that room. Cost would be right around \$100.00.

We have staff in the building that will take care of setting up the tables & chairs, plus open and close the building. Would your contractor take care of the contract as well as payment? If so, please have them contact me to get that rolling.

Thanks!

Mandy Eldred

Sales Coordinator

Kalamazoo County Parks & Expo Center

2900 Lake Street

Kalamazoo, MI 49048

Office: 269-383-8778

Direct: 269-383-8761

Fax: 269-383-8724

Cell: 269-744-7970

aleldr@kalcountry.com

www.kalamazoo-countyparks.com

From: Krause, Patricia [<mailto:krause.patricia@epa.gov>]

Sent: Friday, November 01, 2013 12:10 PM

To: Mandy L. Eldred

Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Hi Mandy —

I'm guessing we'll need about 5 or 7 tables (just to be on the safe side) and chairs too — maybe about 20? (Hope that's not a problem.)

And yes each table will be a “station” where we'll have visual aids such as posters so our staff can explain different aspects about cleanup plans and other topics that pertain to the Allied Landfill.

We would start the availability session at either 6 or 6:30 p.m. and I would like to get to the room by 5:00 p.m. for set up.

We'll end the sessions by 8:00 p.m.

I'm not sure how you work this but do you keep someone on staff to close the building?

And EPA works with a contractor for payment of space too and that person will be in contact with you after we set up the logistics.

Thank you.

Patti Krause

U.S. EPA

Community Involvement Coordinator

77 W. Jackson Blvd., Chicago, IL 60604
312-886-9506
krause.patricia@epa.gov

From: Mandy L. Eldred [<mailto:aleldr@kalcounty.com>]
Sent: Friday, November 01, 2013 11:00 AM
To: Krause, Patricia
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Hi Patti,

I'm sure we can make one of those dates work. Can you answer just a couple of questions so that I can see which room might fit best and which dates it's available.

1. How many tables will you need for poster displays? I'm picturing tables setup around the perimeter of the room and people can stroll from station to station – is this correct?
2. What time would you need the room – both for setup/cleanup and also the actual event hours?

Thanks!

Mandy Eldred
Sales Coordinator
Kalamazoo County Parks & Expo Center
2900 Lake Street
Kalamazoo, MI 49048
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Direct: 269-383-8761
Fax: 269-383-8724
Cell: 269-744-7970
aleldr@kalcounty.com
www.kalamazoocountyparks.com

From: Krause, Patricia [<mailto:krause.patricia@epa.gov>]
Sent: Friday, November 01, 2013 10:39 AM
To: David M. Rachowicz
Cc: Berkoff, Michael; Mandy L. Eldred
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Thanks David.

Patti Krause
krause.patricia@epa.gov
312-886-9506

From: David M. Rachowicz [<mailto:dmrach@kalcounty.com>]
Sent: Friday, November 01, 2013 9:36 AM
To: Krause, Patricia
Cc: Berkoff, Michael; Mandy L. Eldred
Subject: RE: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Patti: Thanks for contacting us, we can accommodate your meetings. Mandy Eldred does our scheduling – she will email you this morning.

Thanks,
Dave

From: Krause, Patricia [<mailto:krause.patricia@epa.gov>]

Sent: Friday, November 01, 2013 10:31 AM

To: David M. Rachowicz

Cc: Berkoff, Michael

Subject: EPA Renting/Using fairgrounds building for Allied Paper Landfill Public Availability Session

Hi David –

Tom Canny gave me your name to contact about EPA using the county fairgrounds building (expo center) located at 2900 Lake Street, Kalamazoo Township for a public availability session about the Allied Paper Landfill site. This is separate from the media event for Portage Creek.

The dates we are considering are December 3 and 4 or December 10 or 11 and the session would take place in the evening.

It would not be a public meeting with a presenter and chairs for an audience. It would be separate poster stations with different topics – cleanup alternatives being considered, ground water, what's already been done at the landfill and more. And folks could stop by each station and talk to EPA staff and MDEQ staff. Probably for the last 30 minutes we would have Q&A's for the audience.

I'm not sure of the building set up, or how many will attend since we will send out information about the session. We would need tables for the posters and some chairs too.

Thanks for getting back to me or if you need to refer me to someone else please let me know.

Patti Krause
U.S. EPA
Community Involvement Coordinator
77 W. Jackson Blvd., Chicago, IL 60604
312-886-9506
krause.patricia@epa.gov

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